



STATE OF WASHINGTON

CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

Coordinated Resource Management Program Manager

Location: Negotiable, within Washington State

Salary: Maximum \$45,000 annually, actual salary negotiable

Position: WMS-1, Full-Time Project Position through June 30, 2007.

Closes: Open until Filled – Initial Screening to begin on November 15, 2005.

Background: The Conservation Commission is the state agency responsible for the contract and implementation of the Department of Ecology's Coordinated Resource Management (CRM) Program. With the policy guidance from the CRM Task Group and the administrative guidance of the Commission's Executive Director (or designee) this position will oversee the CRM program and implement the Scope of Work included in the Contract between Ecology and the Conservation Commission.

For specific information regarding the CRM program, please visit www.rangelands.org

Duties and Responsibilities:

- Provide direct assistance to groups currently involved in coordinated resource management (CRM) activities
- Assist new groups who want to establish a coordinated resource management planning process or need help with implementing their plan
- Develop and maintain an existing system for tracking the progress of groups assisted, documenting needs, assistance provided and successes and accomplishments
- Plan and organize training for groups interested in coordinated resource management planning techniques to address local natural resource issues
- Plan workshops and training sessions for diverse audiences including conservation district personnel, land management agencies, federal, state, and local governments, watershed groups, weed boards, private landowners, and others
- Submits grant proposals for securing long term funding for the program
- Accountable for and keeps task group informed on program progress
- Prepares program budget for task group review and approval
- Ensures operations are implemented within budget guidelines
- Identify and build relationships with key leaders and organizations in the natural resource community

- Produce, gather and disseminate information and education materials that illustrate and promote the CRM planning process
- Provide quarterly progress reports to the Task Group, the Conservation Commission, Ecology and others as requested; prepare quarterly and annual plans of work
- Other duties as assigned

Demonstrated Experience:

- ⊙ Demonstrated experience utilizing natural resources planning principles and processes including consensus-based planning.
- ⊙ Ability to work independently and collaboratively.
- ⊙ Exceptional oral and written communication and interpersonal skills.
- ⊙ Organizational and managerial skills to initiate and manage complex, statewide programs with numerous collaborators and cooperators.
- ⊙ Ability to identify granting resources and write successful funding proposals.

Desired Qualifications:

- ⊙ Bachelor's degree in a natural resource science or related major or 5 years professional level experience in relevant natural resources management positions.
- ⊙ Ability to manage project funds and equipment efficiently, learn, and correctly use policies and procedures, and to maintain project records in an easily accessible shared format.
- ⊙ Experience in the preparation and delivery of natural resource-based adult training programs.
- ⊙ Experience with managing natural resources in a multi-jurisdictional or multiple owner context.
- ⊙ Knowledge of public and private agencies that work with landowners and public land managers.
- ⊙ Successful experience working with supervisory and/or advisory boards.

Job expectations:

There is an expectation of travel year round. Reliable transportation (mileage reimbursed) is required. Evening and weekend work with occasional travel outside the area is required. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and will possess a valid Washington State driver's license.

Physical requirements:

The job requires moderate lifting or equipment, horizontal and vertical reaching, standing, sitting, and occasional kneeling, stooping or crawling and extended periods of automobile travel. Daylong periods of work in field conditions may be expected year round.

Working Conditions/Physical Work Environment:

The job requires moderate lifting or equipment, horizontal and vertical reaching, standing, sitting, and occasional kneeling, stooping or crawling and extended

periods of automobile travel. Daylong periods of work in field conditions may be expected year round.

Equipment Provided:

Furnished office, phone/fax, and laptop computer with accessories, access to a copy machine and access to web/email. The office location will likely be housed within a local conservation district, based upon space availability.

Finalist Requirements:

Finalists will be required to undergo a Washington State Patrol background check and will be required to provide an Abstract of Driving Record.

Application Process:

Send Letter of Interest, Resume with 3 Professional and 2 Personal references by one of three methods, to:

Debbie Becker
Administrative Services
Washington State Conservation Commission
PO Box 47721
Olympia, WA 98504

Email: dbec461@ecy.wa.gov

FAX: 360/407-6215

This position is open until filled. However, initial screening will begin on November 15, 2005.

